

MHLS ACTION MEMO

#08-02

TO: Member Library Directors

FROM: Rebekkah Smith Aldrich, MHLS Coordinator of Member Information

DATE: February 6, 2008

RE: **Essential Documents Inventory**

Background

To aid in library development the MHLS Member Information Department retains a file of essential documents from each member library. Many of these documents are considered part of the *Minimum Public Library Standards* in New York State – things like your library's long-range plan, annual report to the community and your policies.

Issue

Through a pre-survey for the 1st Directors Series workshop last year many libraries indicated they do not have a full compliment of these essential documents. As most are required through the *Minimum Public Library Standards* in New York State the MHLS Member Information Department has created an inventory of what we have on file for you and what you seem to be missing to help libraries work on "getting their house in order."

Action

1. Please review the attached inventory and send in any documents that you do have but are not currently in our file.
 2. Share the inventory with your board and work on creating or updating the other items on the list that you currently do not have.
- **Support is available on the MHLS web site and through MHLS staff:**
- Sample Policies are available online:
<http://midhudson.org> → Trustee Resources → Policies → Sample Public Library Policies & Development Tips
 - Sample Annual Reports to the Community are available online:
<http://midhudson.org> → Trustee Resources → Public Relations & Advocacy → Annual Report to the Community Resources
 - Resources & Consultations for long-range planning:
<http://midhudson.org> → Trustee Resources → Planning & Evaluation

Deadline

1. **By March 7th, 2008** send in (attn: Rebekkah):
 - Existing documents
 - Plan of action for addressing items you currently do not have – this can be a paragraph describing the activities you will undertake (i.e. scheduling a consultation with MHLS staff, reviewing policy samples, working on one policy per board meeting, target date for publishing an annual report to the community)
2. **By the end of 2008** the goal should be to have a full compliment of the essential documents listed on your inventory sheet.